

How to Register for Archdiocese of Washington (ADW) Virtus Child Protection Training

- 1) Register for an account and attend Virtus Child Protection Training Session:
 - Go online to www.virtus.org
 - Click **“Registration”** in Yellow on left side of page. If you are searching for a session to attend, click **“View a List of Sessions”**. After reviewing the list, click **“Start Registration”**. If you already know what session you want to attend, click **“Begin the Registration Process”** instead.
 - Click down arrow to **“Select your Organization”**. Scroll down to **Washington, DC (Archdiocese)**. Click **“Select”**.
 - Create **User ID** and **Password**. Click **“Continue”**.
 - Complete all registration screens. At **“Have you already attended a Protecting God’s Children Session”**, click **NO, if you have not attended and select the session you wish to attend**. If you have attended a session, click **YES**, select the session you attended and complete the rest of the registration.

NOTE: It is essential to sign in when you attend a training session. This is the primary record the Archdiocese uses to verify your attendance. If you **attend a class without registering for it online first**, please make sure you **sign in**, then, you **must go back to www.virtus.org** to confirm you were there.

- 2) Complete the ADW Volunteer of Employment Application Form. Make 1 copy for your files and give the original to the SJB Parish office.
- 3) Read the complete Child Protection Policy booklet which you will receive at training. Complete the Acknowledgment page. Make 1 copy for your files and give the original to the SJB Parish office.
- 4) Wait 1 week after giving original application to SJB Parish office before arranging fingerprinting. This gives the SJB Compliance Coordinator time to process the application.
- 5) Call the Archdiocesan Pastoral Center to make an appointment for fingerprinting at 301-853-5363,-5381, -5382 or -5391 or go to www.adw.org/employment/fingerprint.asp. The Pastoral Center is located at 5001 Eastern Avenue, Hyattsville, MD 20782 and open every Tuesday-Saturday. You may also go to St. Francis of Assisi at 6701 Muncaster Mill Road, Derwood, MD.-this location is only available the second week of each month. When going for fingerprinting, you must bring a government issued photo ID (driver’s license), Criminal Background Investigation Authorization Form (1/2 sheet) and yourself. Tell them you are from SJB and to send the bill to SJB - YOU DO NOT PAY!

6) Give the SJB Parish office the verification form you received after fingerprinting.

NOTE: If you received Virtus Child Protection Training from another Church in the Archdiocese of Washington, please contact the SJB Compliance Coordinator at 301-622-1122 first. SJB does not accept background checks from other Archdioceses outside ADW. * If you do not have Internet access, please contact the Office of Child Protection Services at 301-853-5328 and the staff will assist you with the registration process.

Many thanks for doing this to protect your children and become part of our wonderful St. John the Baptist Catholic School volunteer group! We look forward to seeing you soon. "There is ALWAYS a place for you at St. John the Baptist Catholic School and Community."